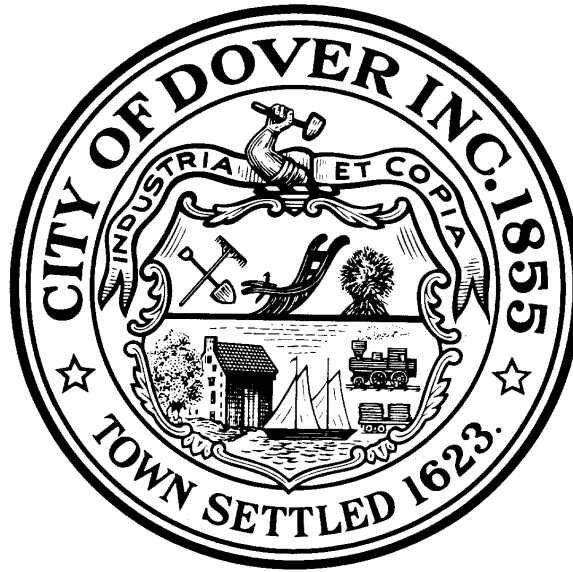


# City of Dover, NH

## **ADOPTED Schedule of Fees – FY05**



Adopted: June 9, 2004

City of Dover, NH

Adopted Schedule of Fees – FY05  
Effective: July 1, 2004 to June 30, 2005

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SERVICES	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>DOG LICENSES:</b>		State of NH RSA 422	State Legislature	Statewide neutering program
Altered	7.50			
Unaltered	10.00			
Senior Citizens	3.00			
Late Fee per month after 1 June	1.00			
Puppies - 4 to 7 months	7.50			
Group License (5 or more dogs)	20.00			
<b>TAXI:</b>		City Ordinance #161	City Council	For the purpose of regulating the operations of public taxi companies to ensure safety and fairness to our citizens
Driver	10.00			
Owner/Operator	100.00			
Vehicle	30.00			
<b>VIDEO:</b>		City Ordinance #60	City Council	To regulate the placement of Arcades and monitor Video Machines
Video/Non-Video	30.00			
Arcade (5+ machines)	100.00			
<b>PEDDLER/VENDOR:</b>		City Ordinance #133	City Council	To govern peddling door-to-door and vending on City property
Weekly (maximum 8 weeks)	25.00			
Yearly	200.00			
<b>POLE LICENSE:</b>	10.00	State of NH RSA 252	State Legislature	Recording fee set by the State for the licensing of Utility Installation
<b>AQUA THERM PERMIT:</b>	0.50	State of NH RSA 270:34	State Legislature	
<b>DOG FINES:</b>				
Unlicensed	25.00	State of NH RSA 466 and City Ordinance #89	State Legislature/City Council	Controlling of nuisance and unlicensed animals
At Large	25.00			
<b>MARRIAGE LICENSE:</b>	45.00	State of NH RSA 457:29	State Legislature	To obtain legal marriage license
<b>BIRTH CERTIFICATE:</b>	12.00	State of NH RSA 126:14	State Legislature	Self explanatory
extra copy (purchased at same time)	8.00			

SERVICES	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>DEATH CERTIFICATE:</b>	12.00	State of NH RSA 126:14	State Legislature	Self explanatory
extra copy (purchased at same time)	8.00			
<b>MARRIAGE CERTIFICATE:</b>	12.00	State of NH RSA 126:14	State Legislature	Self explanatory
extra copy (purchased at same time)	8.00			
<b>VOTER REGISTRATION CARD:</b>	5.00	State of NH	State Legislature	A card certifying an individual is on the voter checklist (used by immigration)
<b>CITY SEAL:</b>	5.00	State of NH RSA 31:93	State Legislature	Used to officially certify documents
<b>VSCR:</b> (Vital Statistic Change Record)	20.00	State of NH RSA 126:14	State Legislature	Official form necessary to make changes on any vital record after 6 months
<b>DELAYED BIRTH:</b>	25.00	State of NH RSA 126:14	State Legislature	Filing and administrative fee for the filing of a delayed birth certificate
<b>LEGITIMIZATION/AFFIDAVIT OF PATERNITY</b>	22.00	State of NH RSA 168-A2	State Legislature	Administrative fee for the processing and issuance of birth certificates that have been altered after the birth of a child (i.e. adding/changing a father's name or couple gets married). Includes a certified copy
<b>CITY ORDINANCES:</b>		City Administration	City Manager	To cover the cost of printing and paper
Complete Set	250.00			
Separate Chapters - fee based on # of pages	Varies			
<b>UCC:</b> (Uniform Commercial Code)		State of NH RSA 382	State and Federal Law	Processing and recording of debtor collateral
Termination	15.00			
Search	10.00			
Copies	1.00			
<b>IRS TAX LIENS:</b>		State of NH RSA 252:30 and 448-A	State Legislature	Fee charged to federal government for administration and recording of liens
Filing	15.00			
Release	15.00			
<b>HOSPITAL LIENS:</b>		State of NH RSA 448-A:1		
Filing	15.00			
Release	15.00			
<b>ARTICLES OF AGREEMENT:</b>	5.00	State of NH RSA 292:5	State Legislature	Fee imposed for the purpose of establishing a non profit organization

SERVICES	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>CANDIDACY FILING:</b>	2.00	State of NH RSA 655:19	State Legislature	State representative filing fee
<b>PHOTOCOPIES:</b> (per page)	0.50	07/01/93 Directive	City Manager	Standard fee for City copy machines to cover machine wear and tear, paper and time
<b>NOTARY PUBLIC:</b>				
Notarize Document	3.00	State of NH		To administer oaths, certify affidavits & testimony, warrants for arrest
Witness Fee (Each Witness Signature)	1.50	City Clerk Policy	City Clerk	To complete notary signatures, as well as multiple witnesses on documents
<b>LAMINATION:</b>	1.00	City Clerk Policy	City Clerk	A nicety for the public
<b>WARD CHECKLIST:</b>		State of NH RSA 654.1	State Legislature	To cover cost of preparing/printing checklist
Per Ward (paper copy)	20.00			
Per City (paper copy)	100.00			
Per Ward (computer disk)	20.00			
Per Ward Computer Disk with History	100.00			
Per City (computer disk)	50.00			
Per City Computer Disk with History	40.00			
<b>MAPS:</b>		City Clerk Policy	City Clerk	To cover cost of preparation/printing maps
Large - Street/Zoning/Ward	10.00			
<b>SOUVENIRS:</b>		City Clerk Policy	City Clerk	Revenue neutral fund authorized by City Manager to advertise and offer the public mementos from the City of Dover
Cap/Hat	9.00			
T-shirt	10.00			
Sweatshirt	15.00			
Mug	5.00			
Sticker	1.50			
Canvas Bag	10.00			
Cards - Large and Small	1.00			
Magnet	2.00			
Pins	1.00			
City Street Map	1.00			
<b>CODE BOOKS:</b>				Cost per book
International Residential Code	40.00			
IBC	60.00			
<b>RENTAL OF CITY PROPERTY:</b>		City Council	City Council	Maintenance and janitorial fees
<b>AUDITORIUM:</b>				
Basic Charge (Resident)	50.00			
Basic Charge (Non Resident)	70.00			
Weekends/Holidays (Minimum Charge)	250.00			
Janitor	4 hour min. @ 35.00/hr			
Damage Deposit	\$100.00			
<b>PASSPORT PROCESSING</b>	30.00	US Department of State	Agent/Acceptance Fee Only	To process passport applications
<b>VIDEO TAPES</b>				
Council Meetings, School Board Meetings other taped meetings	10.00 per meeting			Fees associated with processing video

Finance Department Fee Schedule

SERVICES	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>ACCOUNTING DIVISION</b>				
Returned Check	30.00	RSA 80:56	State Legislature	Initial contact and letter, bank fees, postage, labor, etc.
Reports	15.00	RSA91-A:4	Administration	10 pages or less; covers computer time, labor, printer and paper
Reports	25.00	RSA91-A:4	Administration	11-100 pages; covers computer time, labor, printer and paper
Reports	40.00	RSA91-A:4	Administration	101-500 pages; covers computer time, labor, printer and paper
Reports	50.00	RSA91-A:4	Administration	501-1000 pages; covers computer time, labor, printer and paper
Standard Electronic Media	25.00	RSA91-A:4	Administration	Downloads to disk of databases, i.e. voter
Electronic Media - Special Request	Varies	RSA91-A:4	Administration	Cost dependent upon development time to user specifications
COBRA Admin Fee	2% of premium	COBRA	Administration	Fee to cover administrative cost of processing self-pay terminated employee insurance payments (currently not charged)
<b>PURCHASING</b>				
Bid Specification Documents	25.00+	Purchasing Ordinance	Administration	Selling of bid specifications, when required, depending on size
<b>TAX ASSESSMENT</b>				
Current Use Recording	16.37	RSA 79-A	State Legislature	To record properties in current use at Registry. Payable to Strafford County Registry of Deeds
Excavation Permit	100.00	RSA 155-E:2	State Legislature	Sent to NH Department of Revenue Admin.
Property cards	.50 per parcel	CM Memo 7/1/93	Administration	Copies of Assessment cards No charge to property owner for their card
Reports	15.00	RSA 91-A:4	Administration	10 pages or less; covers computer time, labor, printer and paper
Reports	25.00	RSA 91-A:4	Administration	11-100 pages; covers computer time, labor, printer and paper
Reports	40.00	RSA 91-A:4	Administration	101-500 pages; covers computer time, labor, printer and paper
Reports	50.00	RSA 91-A:4	Administration	501-1000 pages; covers computer time, labor, printer and paper
Maps	.50 per page	RSA 91-A:4	Administration	Map portions from GIS system
Standard Electronic Media	25.00	RSA 91-A:4	Administration	Downloads to disk of databases, i.e. voter
Electronic Media - Special Request	25.00 to 50.00	RSA 91-A:4	Administration	Cost dependent upon development time to user specifications

Finance Department Fee Schedule

SERVICES	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>TAX COLLECTION</b>				
<u>Motor Vehicle Fees:</u>				
Permit	Various	RSA 261:153	State Legislature	
Clerk	1.00	RSA 261:52	State Legislature	
Agent	2.50	RSA 261:74	State Legislature	
Title	2.00	RSA 261:4	State Legislature	
Transfer	5.00	RSA 261:50	State Legislature	
Reclamation	2.00, 3.00 or 5.00	RSA 263:9	State Legislature	
Reclamation Admin Fee	0.50	RSA 263:9	State Legislature	
Sticker Registration (State)	Various	RSA 261:141	State Legislature	
Plate - initial or special (State)	25.00	RSA 261:89	State Legislature	
Plate - Moose (State)	30.00	RSA 261:97.A-F	State Legislature	
Veteran's Plate (not disabled)	30.00	RSA 261:97.A-F	State Legislature	One time fee only
Transportation	4.00	RSA 261:153	State Legislature	
Fee for online vehicle registration for e-check	1.00/vehicle .50 mailing charge	RSA 261	State Legislature	
Notary	1.50	RSA 455:11	State Legislature	
<u>Real Estate Fees:</u>				
Impending Tax Lien Notice	17.00	RSA 80: (various)	State Legislature	
Impending Tax Lien Notice	2.00	RSA 80: (various)	State Legislature	
Tax Lien Execution	18.50	RSA 80: (various)	State Legislature	
Tax Lien Execution	8.00	RSA 80: (various)	State Legislature	
Lien Holder Identification	10.00 (Varies - based on actual cost)	RSA 80:67	State Legislature	
Mortgagee Tax Lien Notice	10.00 plus	RSA 80: (various)	State Legislature	
Impending Tax Deed Notice	13.00	RSA 80: (various)	State Legislature	
<u>Water/Sewer Billing Fees:</u>				
See Community Services - Water and Sewer Charges				
<b>All Finance Divisions - Various Fees</b>				
Photocopy Charges	\$.50 per page	CM Memo 7/1/93	Administration	Charge per page - see "special" copy charges above for reports, etc.
Fee for all other online e-check transactions	0.00	City Council	Administration	

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>PLANNING:</b>				
SUBDIVISION	150.00 per lot	Section 155-53(A)	Planning Board	The fees cover staff time for consultation, review and monitoring of plans and projects. The fees have gone through a public hearing process and have been voted on by the Planning Board and City Council where applicable.
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate
LOT LINE ADJUSTMENT	100.00	Section 155-53(A)	Planning Board	
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate
SITE REVIEW				
Residential	75.00 per apt./condo	Chapter 149	Planning Board	
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate
Motel/Hotel	35.00 per lodging unit	Section 149-16(B)	Planning Board	
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate
Non-residential New Construction	\$ .15 per sq. ft. not to exceed \$10,000	Section 149-16(C)	Planning Board	
Non-residential Additions (new floor space)	\$ .10 per sq. ft. not to exceed \$10,000			
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate
Change of Use	Existing floor space \$ .10 per sq. ft not to exceed \$5,000	Section 149-16(D)	Planning Board	
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate
CONDITIONAL USE	100.00	Section 170-27C	Planning Board	
Legal Notice	25.00	Section 170-27F		
Certified Mail	4.42	Section 170-28-3E(4)		Current US Postal Rate
PARKING LOT ADDITIONS	\$30.00 per hour review time			
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate



APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
DRIVEWAY WAIVER	0.00	Section 92-11(D)	Planning Board	
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate
GRAVEL PIT	50.00	Section 170-30(A)(9)	Planning Board	
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate
EXTENSIONS OF APPROVED PLANS	\$30.00/hr. of review	Section 155-53(C)	Planning Board	
Legal Notice	25.00			
Certified Mail	4.42			Current US Postal Rate
GIS/MAPS				
Simple plot on 8.5x11 paper Black and White	1.00	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Simple plot on 8.5x11 paper Color	3.00	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Large scale plot of tax map sheet	37.50	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
PDF file of tax map sheet	10.00	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Published map (ward, street, zoning, etc. (from City Clerk)	10.00	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Large scale map - "canned theme"	37.50	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Large scale map - creation of a theme	\$50.00/hr	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Digital Map	\$50.00/hr., 1 hour min. Floppy, CD or ZipDisk	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Entire data layer digital	\$3,000 basemap	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Electronic copy of property list	\$25.00 minimum - adjusted +/- according to complexity	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>HEALTH:</b>				
Food service establishments with seating capacity of 100 or more, supermarkets and grocery stores with 3 or more food preparation areas	150.00			
Food service establishments with seating capacity of more than 25 but less than 100, grocery stores with fewer than 3 food preparation areas, bakeries, warehouses, distributors, caterers, mobile food operators, canteen commissaries, institutions, clubs, liquor lounges and nursing homes	115.00			
Food service establishments selling only prepackaged products, vending machine operators, food service establishments with seating capacity of 25 or less, food service establishments with take-out service and no seating and drive-in movie theaters	75.00			
Temporary food service establishments (2 days up to 6 months) and vending machine operators (with non-perishable foods only)	45.00			
Temporary Food service establishments (1 day only) and movie theaters selling only soda, candy and popcorn	20.00			
Nonprofit charitable organizations, public schools and public institutions	No fee			
<b>BUILDING PERMITS:</b>				
Building Permit*	\$6.00 per \$1,000 of construction value and an application fee of \$25.00	Section 170-50		Cover staff time for review of plans, on-site inspections of construction in progress and file maintenance
Inspection Fee	25.00			Inspection for certificate of occupancy existing buildings
Re-inspection Fee	25.00			Inspection of work/construction disapproved for the second time
Plumbing Permit*	\$5.00 per fixture and an application fee of \$25.00	Section 135-19(B)	City Manager	Cover staff time for review of plans, on-site inspections of construction in progress and file maintenance.
HVAC*	\$5.00/\$1,000 of Construction value plus \$25 application fee			Inspection of HVAC
<b>*Permit Fees Doubled if work is started before permit is issued.</b>				

Planning Department Fee Schedule

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
Gas Meter Installation	\$4.00 per fixture and an application fee of \$25.00			Inspection of gas meter installation
ZONING APPLICATIONS:				
Variance	100.00			
Special Exemption	100.00			
Appeal from Administrative Decision	25.00			
Equitable Waiver	100.00	RSA 673:16	Zoning Board of Adjustment	Cover staff time and the copying and distribution of the agenda items to the Board members.
Trailer Park Licenses:		Chap126,Section 126-4(B)	City Council	For review of park's compliance with ordinance.
Initial Fee	100.00			
Renewal Fee	25.00			
Signs*	\$50.00 per sign	Chap 170,Section 170-50	Building Inspector	For review of signs.
Electrical Permits*:	\$25.00 Application fee	Chapter 102,Sect 102-30	City Manager	Covers staff time for review of plans, on-site inspection of construction in progress and file maintenance.
Services	\$2.00 per 100 amp			
	AMP 1phase 3phase			
	60 2.00 2.00			
	100 2.00 3.00			
	200 4.00 6.00			
	400 8.00 12.00			
	600 12.00 18.00			
	800 16.00 24.00			
	1000 20.00 30.00			
	1200 24.00 36.00			
	1400 28.00 42.00			
	1600 32.00 48.00			
	1800 36.00 54.00			
	2000 40.00 60.00			
	2500 50.00 75.00			
*Permit Fees Doubled if work is started before permit is issued.				

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
Meters	\$2.00 ea.			
Devices	\$.50 per outlets (rounded to highest dollar)			
	\$.50 per switch (rounded to highest dollar)			
Fixtures	\$1.00 ea. (includes smoke detectors)			
Equipment	\$2.00 ea.			
Motors	\$2.00 per motor			
Transformers	Up to 10K.V.A.- 5.00			
	Over 10KVA to 15- 10.00			
	Over 15KVA to 20- 15.00			
	Over 20KVA to 25- 20.00			
	Over 25KVA to 30- 25.00			
	Over 30KVA to capacity-30.00			
Generators & Transfer switches	Up to 10K.V.A.- 15.00			
	Over 10KVA - 20.00			
Air Compressors	5.00			
Trailers and Modular Homes	25.00			
Temporary Mobile Homes	10.00			
Heat Pump	10.00			
Electric Heat	\$2.00 ea. section (regardless of size or wattage)			
For items not on the list	\$5.00/\$1,000 of contractors value			
Miscellaneous	\$.50 per page photocopies	City Manager Memo 7/1/93	Administration	Cover cost of copier machine and staff time.

Police Department Fee Schedule

PERMITS	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY
ALARM USER:		City Ordinance #58	City Council
Original	25.00		
Renewal	10.00		
BICYCLE	0.00	City Ordinance #66-1	City Council
DANCE:			
Single time	10.00	City Ordinance #86-3	City Council
Restaurant (annual)	50.00		
Other (annual)	100.00		
FALSE ALARM FEE	25.00	City Ordinance #58	City Council
Failure to respond to alarm callback	10.00		
GAME OF CHANCE	25.00	State of NH RSA 287-D:2	State Legislature
PISTOL LICENSE:			
To carry (4 years)	10.00	State of NH RSA 159:6	State Legislature
To sell (3 years)	10.00	State of NH RSA 159:8	
<b>MISCELLANEOUS:</b>			
NRA Course Confirmation	3.00	Schedule Fee (PD)	
Criminal History Summary	5.00	Gen. Order 82-C.1.7	
Dog Transport Fee	25.00	City Ordinance #89-5	
Finger Prints Non Resident	15.00	OMB#115-0193	
<b>PHOTOGRAPHS:</b>			
Contact Sheets (B&W)	10.00	Gen. Order 82-C.1.3	
8 1/2 x 10	10.00		
5 x 7	5.00		
Under 5 x 7	1.00		
Tapes and Videos	30.00		
<b>REPORTS:</b>			
(Hard Copy and Microfilm)			
1 - 40 pages	10.00	Gen. Order 82-C.1.3	
41 - 80 pages	20.00		
40 page increments thereafter	10.00		
Discovery Materials	NO FEE	Court Rule 210	

PERMITS	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY
<b>PARKING METER RATES:</b>		City Council Resolution (1993)	City Council
Meters are located in Orchard Street and Belknap Street Parking Lots			
6 minutes	0.05		
12 minutes	0.10		
30 minutes	0.25		
<b>PARKING PERMIT MONTHLY FEES:</b>		City Code Chapter 166-18	City Council
Orchard Lot	40.00/Business 10.00/Resident		
First Street Lot	30.00/Business 5.00/Resident		
Locust Street Lot	40.00/Business 5.00/Resident		
Library Lot	20.00/Business 5.00/Resident		
Water Street Lot	20.00/Business No Resident Permits		
River Street Lot	10.00/Business 5.00/Resident		
Second Street Lot	No Business Permits 5.00/Resident		
Portland (Grimes) Lot	20.00/Business 5.00/Resident		
School Street Lot	40.00/Business 5.00/Resident		
<b>PARKING TICKET FINES/PENALTIES</b>		City Code Chapter 166-30	City Council NOTE: Additional penalties are added to fines if not paid timely
Code 01 - Restricted Place	15.00		
Code 02 - Winter Parking	15.00		
Code 03 - Winter Parking Multiple Violator 5+	100.00		
Code 04 - Against Traffic Flow	15.00		
Code 05 - Overtime Parking - 2 hours	15.00		
Code 06 - Crosswalk	15.00		
Code 07 - Sidewalk	15.00		
Code 08 - Intersection	15.00		
Code 10 - Driveway Blocking	15.00		
Code 11 - Fire Hydrant Blocking	15.00		
Code 13 - Traffic Control Devise	15.00		
Code 15 - Yellow Line or Curb	15.00		
Code 16 - Less than 12" from Curb	15.00		
Code 18 - Fire Lane	50.00		
Code 19 - Loading Zone	15.00		
Code 20 - Handicap	250.00		
Code 22 - Permit Parking	15.00		
Code 23 - Other	15.00		
Code 26 - Not parked within marked lines	15.00		
Code 27 - Meter - Expired	15.00		
Code 28 - Overtime Parking - 30 minutes	15.00		
Code 30 - Henry Law Park	50.00		

Fire Department Fee Schedule

SERVICE	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>Ambulance Service:</b>		City Council	Fire and Rescue	Operating Costs related to various levels of emergency services
Intubation	30.20			
Basic Life Support (BLS)	204.26			
BLS Mileage	6.00/mile			
Oxygen	22.25			
Advanced Life Support (ALS1)	265.11			
ALS Mileage	6			
I.V. Drug	52.07			
Cardiac Monitor	70.64			
Defibrillation	41.50			
Advanced Life Support (ALS2)	324.97			
<b>Other Charges:</b>				
Emergency Response Reimbursement	Varies	RSA 151-B.19	State Legislature	Charges billed to various entities based upon man hours, equipment and materials involved
Hazardous Material Response	Varies	SARA Title III	State of New Hampshire	Same as above
Incident Reports	5.00	No written authorization	Administration	Fee to recoup personnel and material costs
Fire Investigation Reports	5.00	No written authorization	Administration	Fee to recoup personnel and material costs
Fire Alarm Affidavit Neglect	75.00	City Ordinance #58	City Council	
Fire Code Violation Fines	Varies	City Ordinance #109	City Council	Depends on court ruling
EMS/CPR/Fire Training classes	Varies	No written authorization	Administration	Fee based on level of certification
Personnel Services (Details)	Varies	No written authorization	Administration	Hourly wage
Fire Safety Trailer Education (Outside of City - 5 hours)	500.00 - min. 60.00/hour	No written authorization	Administration	Fee to recoup personnel and material costs
<b>System Plan Review Fees:</b>		No written authorization	Administration	Fee to recoup personnel and material costs
Fire Suppression Systems:				
NFPA 13D system (per riser):	55.00			
NFPA 13R system (per riser):	110.00			
NFPA 13 systems (per riser):				
Up to 10,000 square feet of protected area	220.00			
10,001, square feet to 25,000 square feet	385.00			
25,001 square feet to 52,000 square feet	550.00			
Partial sprinkler system (not complete building protection):				
Up to 6 sprinkler heads	30.00			
7 to 20 sprinkler heads	110.00			
Standpipe systems (not part of combined sprinkler/standpipe systems):				
Up to 3 floors (per riser)	110.00			
Add per floor beyond 3 add	55.00			
Carbon dioxide systems:				
Pre-engineered systems, each	110.00			
Engineered systems, each	220.00			

Fire Department Fee Schedule

SERVICE	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
Clean agent extinguishing systems:				
Pre-engineered, each	150.00			
Engineered, each	220.00			
Dry chemical systems:				
Commercial cooking	75.00			
Service station pump protection	55.00			
Other systems	110.00			
Engineered, each	220.00			
Wet chemical systems, each	75.00			
Modification to existing suppression systems (each system):				
Water and/or foam systems (all types):				
1-6 heads (addition of heads)	27.50			
7-20 heads (addition of heads)	110.00			
21-100 heads (addition of heads)	220.00			
Add for each head beyond 100	1.00			
Change in head location only/per floor	27.50			
Standpipe systems up to 3 floors	55.00			
Add for each floor beyond 3	55.00			
Carbon dioxide systems	75.00			
Clean agent extinguishing systems	75.00			
Dry chemical systems	75.00			
Wet chemical systems	75.00			
Automatic fire detection systems:				
Up to 49 devices	110.00			
50-99 devices	220.00			
Add for each device beyond 99	1.00			
Automatic fire detection systems:				
1-10 devices	55.00			
11-100 devices	110.00			
Add for each device beyond 100	1.00			
Commercial cooking ventilation systems:				
Including suppression system	200.00			
Not including suppression system	150.00			
Fire pump installation	275.00			
Fire water tanks/cisterns:				
Aboveground	110.00			
Underground	165.00			
<b>PERMIT FEES:</b>		No written authorization	Administration	Fee to recoup personnel and material costs
Explosive/blasting (per site):				
Up to 5 days	110.00			
Add for each additional day beyond 5	11.00			
Oil burner installation:				
Residential	30.00			
Commercial	110.00			
Underground storage tanks (other than water):				
Removal only	55.00			
Installation only	165.00			



[illegible]

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>CEMETERY</b>				
SUMMER PRICING - INTERMENTS		Resolution	City Council with recommendation of the Cemetery Board	The fees cover staff time and operational costs associated with the City Cemeteries. Fees have gone through Public Hearings and have been adopted by the City Council
Monday Through Friday				
Adult	440.00			
Infant	110.00			
Children	220.00			
Cremains	220.00			
Welfare	110.00			
Saturday/Holiday				
Adult	685.00			
Infant	235.00			
Children	465.00			
Cremains	345.00			
Welfare	Not allowed			
Sunday				
Adult	930.00			
Infant	360.00			
Children	710.00			
Cremains	470.00			
Welfare	Not allowed			
<b>WINTER PRICING - INTERMENTS</b>				
Monday Through Friday				
Adult	660.00			
Infant	165.00			
Children	330.00			
Cremains	330.00			
Welfare	Not allowed			
Saturday/Holiday				
Adult	905.00			
Infant	290.00			
Children	575.00			
Cremains	455.00			
Welfare	Not allowed			
Sunday				
Adult	1,150.00			
Infant	415.00			
Children	820.00			
Cremains	580.00			
Welfare	Not allowed			

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
DISINTERMENTS				
Monday Through Friday Only				
Summer Pricing				
Reburial in Pine Hill Cemetery	880.00			
Going out of Pine Hill Cemetery	440.00			
Winter Pricing				
Reburial in Pine Hill Cemetery	1,320.00			
Going out of Pine Hill Cemetery	660.00			
ANNUAL CARE CHARGE (PER GRAVE)	11.00			
SALE OF GRAVES				
Standard (includes perpetual care)	495.00			
Cremation space (includes perpetual care)	140.00			
FOUNDATIONS				
Per cubic foot	13.00			
Vet marker	55.00			
Set of 2 cement pads	60.00			
Marker (2 ft. long or less)	55.00			
Double Marker	Per cubic ft.			
Pre-need Markers	30.00			
Corner Post (each)	20.00			
MISCELLANEOUS CHARGES				
Scattering ashes	30.00			
LATE CHARGE (FOR FUNERALS AFTER 3 PM)	55.00/hour extra			
<b>ENGINEERING</b>			City Council	Fees are to offset cost of materials and labor expense associated with this function
Blue Print Copies:				
Tax Maps				
Full Size	3.00 each			
Full Set	200.00 per set			
Plans (<6 sq. ft.)	3.00 each			
Large Base Plans	6.00 each			
Topographical Maps	10.00 each	Chapter 147-3.A.1		
Septic System Review	20.00 each	Chapter 92-7.b		
Paving License	2.00 each	Chapter 149-12		
Private Construction Inspection	32.00 per hour			
Digging Bond (non-refundable)	70.00 per trench	Chapter 149-12		Ensures projects are constructed in accordance with approved plans
Digging Bond (refundable)	5.00 per sq. ft.; Minimum: \$200.00	Chapter 155-14 & 25		
Letter of Credit (refundable)	Varies with projects	Chapter 155-26		
Maintenance Guarantee (refundable - 2 yrs.)	2% of project estimate			
GIS/MAPS				
Simple plot on 8.5x11 paper Black and White	1.00	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Simple plot on 8.5x11 paper Color	3.00	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Large scale plot of tax map sheet	37.50	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
PDF file of tax map sheet	10.00	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Published map (ward, street, zoning, etc. (from City Clerk)	10.00	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Large scale map - "canned theme"	37.50	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Large scale map - creation of a theme	\$50.00/hr	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Digital Map	\$50.00/hr., 1 hour min. Floppy, CD or ZipDisk	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Entire data layer digital	\$3,000 basemap	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.
Electronic copy of property list	\$25.00 minimum - adjusted +/- according to complexity	City Manager	City Manager Policy 07/01/03	To cover staff time and associated expenses.

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>ENVIRONMENTAL</b>				
Bag and Tag:	1.22 per Large Bag	Chapter 97	City Council Solid Waste Advisory Committee	Administrative, collection & disposal costs of the City's residential solid waste. Local vendors can add \$.03 fee for handling of bag & tag sales. Local stores sell bags for \$1.25
	\$0.77 per Small Bag	Section 97-3		Local stores sell bags for \$.80
	2.97 per Bulky Tag			Local stores sell tags for \$3.00
Computer Monitor Disposal	10.00 each			
Printers, Scanners and Laptops	5.00 each			
Items containing Freon (refrigerator, freezer, air conditioner, humidifier, de-humidifier, etc.)	10.00 per Freon Tag			
<b>RECREATION</b>				
		Resolution	City Council Recreation Board	Staff time and operational costs associated with City Recreation Programs. Fees have gone through Public Hearing & have been adopted by the City Council
<b>FACILITIES RENTALS</b>				
Butterfield Gym:				
Rooms	20.00 per hour			
Courts	50.00 per hour			
Indoor Pool (Swim Teams)	70.00/hour resident 75.00/hour non-resident			
Thompson Pool (Outdoor Pool)	85.00 per hour			
Seacoast Swim Association	70.00 per hour			
Swim Meet	850.00 per day			
Lane Rental	20.00 per hour			
Pavilion	35.00 per hour			
Campsites	25.00 per night 50.00 per 3 nights			
McConnell Center:				
Rooms	20.00 per hour			
Courts	50.00 per hour			
<b>EQUIPMENT RENTAL</b>				
Indoor Pool				
Annual Locker Rental (small locker)	35.00 per year			
Annual Locker Rental (large locker)	65.00 per year			
<b>SALES &amp; SERVICE</b>				
Playground Membership Fees:				
Youth	175.00 (8 weeks)			
Teens	175.00 (8 weeks)			
Theater Camp:				
Fun on Stage	80.00			
Youth Music Theater	150.00			
Music Lessons	Varies			
Golf Camp	45.00			
Tennis	Varies			
Midget Basketball	50.00			
Lil Shots Basketball	45.00			
Fall High School Basketball	60.00			
Northeast League Basketball	75.00			
High School Girls Basketball	60.00			
Junior High Boys Basketball	60.00			
Junior High Girls Basketball	60.00			
5th and 6th Grade Developmental League	60.00			
5th and 6th Grade Travel League	75.00			

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
Basketball Camp	133.50/child 103.50/ (2nd child in family)			
Tournament Fees	Varies			
Tournament Admissions	Varies			
Fishing Derby	1.00 per child			
Indoor Soccer	45.00			
On-Track	60.00			
Gymnastics	Varies			
Copies (Duplication)	\$0.50 per page	CM Memo 7/1/93	Administration	Charge per page
Butterfield Gym:				
Easter	1.00/child			
Halloween	2.00/child			
Ski Trips	360.00/per child			
Vacation Camp (Winter/Spring)	115.00/week 110.00/week (2nd child in family)			
Vacation Camp Child Care	10.00/week/per child			
Indoor Pool	Varies			
VENDING MACHINE SALES				
Butterfield Gym	Varies			
Indoor Pool	Varies			
Guppy Pool	Varies			
RECREATION FEES		Resolution	City Council Recreation Board	Staff time and operational costs associated with City Recreation Programs. Fees have gone through Public Hearing & have been adopted by the City Council
Butterfield Gym:				
Corporate	70.00/person/year			
Resident Adult	4.00/day or 90.00/year			
Resident Youth	2.50/day or 25.00/year			
Resident Senior	2.50/day or 50.00/year			
Non-Resident Adult	6.00/day or 150.00/year			
Non-Resident Youth	3.50/day or 50.00/year			
Non-Resident Senior	3.50/day or 90.00/year			
Butterfield Gym Lessons/Programs:				
Aerobics (per session)	3.00 Resident 3.30 Non-Resident			
Aerobics (punch pass)	30.00/Resident 33.00 Non-Resident			
Boxing Class	50.00			
Dance	50.00			

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
Indoor Pool Admissions:				
Corporate Rate	93.75/person/year			
Resident Adult	4.00/day or 125.00/year			
Resident Youth	2.50/day or 45.00/year			
Resident Senior	2.50/day or 60.00/year			
Non-Resident Adult	6.00/day or 240.00/year			
Non-Resident Youth	3.50/day or 110.00/year			
Non-Resident Senior	3.50/day or 110.00/year			
Private Lessons	37.50/session			
Infant/Toddler Lessons - Resident	45.00/session			
Infant/Toddler Lessons - Nonresident	60.00/session			
Beginner Preschool Lessons - Resident	45.00/session			
Beginner Preschool Lessons - Nonresident	60.00/session			
Advanced Preschool Lessons - Resident	45.00/session			
Advanced Preschool Lessons - Nonresident	60.00/session			
Level 1 Lessons - Resident	45.00/session			
Level 1 Lessons - Nonresident	60.00/session			
Level 2 Lessons - Resident	45.00/session			
Level 2 Lessons - Nonresident	60.00/session			
Level 3 Lessons - Resident	45.00/session			
Level 3 Lessons - Nonresident	60.00/session			
Level 4 Lessons - Resident	45.00/session			
Level 4 Lessons - Nonresident	60.00/session			
Level 5 Lessons - Resident	45.00/session			
Level 5 Lessons - Nonresident	60.00/session			
Level 6/7 Lessons - Resident	45.00/session			
Level 6/7 Lessons - Nonresident	60.00/session			
Adult Lessons - Resident	45.00/session			
Adult Lessons - Nonresident	60.00/session			
Diving Lessons - Resident	45.00/session			
Diving Lessons - Nonresident	60.00/session			
Thompson Pool:				
Corporate Rate	38.00/person/year			
Resident Adult	4.00/day or 60.00/year			
Resident Youth	2.50/day or 30.00/year			
Resident Senior	2.50/day or 30.00/year			
Non-Resident Adult	6.00/day or 90.00/year			
Non-Resident Youth	3.50/day or 45.00/year			
Non-Resident Senior	3.50/day or 45.00/year			
Thompson Pool Lessons/Programs	Varies			
Camp Sun & Fun:				
Camper Fee	115.00 per week			
2nd Child in Family Fee	110.00 per week			
Sun & Fun Bussing Fee	22.50 per week			
Camper Bussing - 8 weeks	150.00/child 142.50 (2nd child in family)			

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
ICE ARENA RENTAL		Resolution	City Council Recreation Board	Staff time and operational costs associated with City Recreation Programs. Fees have gone through Public Hearing & have been adopted by the City Council
Regular Ice Rental	210.00 per hour			
** Spectator Surcharge (100+ spectators)	10% of gate total			
Off-ice rental (daily rate)	1200.00 per day			
Off-ice rental (hourly rate)	75.00 per hour			
SKATING LESSONS				
Learn to Skate Lessons	65.00 per session			
Introduction to Youth Hockey	150.00 per session			
League Registration	Varies			
PUBLIC SKATING				
Daily Fees				
Adults	5.00 per day			
Youth	4.00 per day			
Youth 3 and under	Free			
Seniors	4.00 per day			
Season Tickets				
Resident Adult - Full Year	180.00 per year			
Resident Adult - 8 months	130.00			
Resident Adult - 6 months	100.00			
Resident Youth - Full Year	140.00 per year			
Resident Youth - 8 months	110.00			
Resident Youth - 6 months	75.00			
Resident Senior - Full Year	140.00 per year			
Resident Senior - 8 months	110.00			
Resident Senior - 6 months	75.00			
Non-Resident Adult - Full Year	225.00 per year			
Non-Resident Adult - 8 months	165.00			
Non-Resident Adult - 6 months	125.00			
Non-Resident Youth - Full Year	180.00 per year			
Non-Resident Youth - 8 months	125.00			
Non-Resident Youth - 6 months	100.00			
Non-Resident Senior - Full Year	180.00 per year			
Non-Resident Senior - 8 months	125.00			
Non-Resident Senior - 6 months	100.00			
Arena Advertising	Varies			
Skate Rental	3.25 per pair per day			
Skate Sharpening	4.00 per pair			
Zamboni Advertising	Varies			
Arena Sidewall Advertising	Varies			
STICK PRACTICE: Public Hockey				
Adult Stick Practice (days)	10.00			
Youth Stick Practice	6.00			
Parent/Child	6.00			
High School Stick Practice	8.00			
Camp Kool	115.00/week 1st child 110.00/week each additional child			
Concession Items	Varies			

APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
<b>WATER &amp; SEWER</b>		Resolution adopting Rules and Regulations	City Council Dover Utilities Commission	Staff time and operation costs associated with City Water and Sewer divisions. Fees have gone through Public Hearings and have been adopted by City Council
<u>Water/Sewer Billing Fees:</u>				
Water Rate (per hundred cubic feet)	2.68	Budget Resolution	Pending City Council Approval Effective 9/1/2004	Per hundred cubic feet of water consumption
Sewer Rate (per hundred cubic feet)	4.01	Budget Resolution	Pending City Council Approval Effective 9/1/2004	Per hundred cubic feet of water consumption
Winterizing Hydrants	40.00	DUC Appendix A	City Council	Fee to drain hydrant for winter
Meter Test	50.00	DUC Sec 1-9	City Council	To determine meter's working condition - charge is for good working meter only
Back flow Test	30.00	DUC Appendix A	City Council	Annual and biannual testing of back flow operation devices
Back flow Permit	10.00	DUC Appendix A	City Council	Initial permits and 5-year renewal of permits for back flow prevention device
Final Reading Fee	30.00	DUC Appendix A	City Council	Reading of inside meter for change of property ownership
Water Turn Off/Turn On Fee	25.00	DUC Appendix A	City Council	Fee to turn off and on water due to nonpayment of utility bill
Water Investment	800.00	DUC Sec 1-5	City Council	Application for service
Sewer Investment	1,100.00	DUC Sec 1-5	City Council	Application for service
Tapping Deposit	100.00	DUC Sec 1-5	City Council	Application for service - minimum deposit of tapping into city water main, new service.
Meter Rentals: (Per Month)		DUC DR81150	City Council Approval	Fees are based on size of meter, spread out over a 10 year period
5/8" Meter	15.00/yr			Cost: \$150.00
3/4" Meter	16.20/yr			Cost: \$162.00
1" Meter	19.20/yr			Cost: \$192.00
1 1/2" Meter	35.40/yr			Cost: \$354.00
2" Meter	47.40/yr			Cost: \$474.00
3" Compound Meter	174.60/yr			Cost: \$1,746.00
4" Compound Meter	378.00/yr			Cost: \$3,780.00
6" Compound Meter	410.40/yr			Cost: \$4,104.00
Equipment Rental:				
Loaders (w/operator)	75.00/hr			
Backhoe - 590 (w/operator)	60.00/hr			
Backhoe - 580L (w/operator)	45.00/hr			
Backhoe - 580K (w/operator)	45.00/hr			
580E (Verney) (w/operator)	45.00/hr			
Dump Truck (w/operator)	30.00/hr			
10 Wheel Dump Truck (w/operator)	50.00/hr			
Wheel Cutter	7.50/hr			
Compressor	25.00/hr			
Road Hog	200.00/hr			



APPLICATION	CURRENT FEE	AUTHORIZATION	AUTHORIZING ENTITY	PURPOSE OF FEE
GRANULAR MATERIALS				
Sand	\$4.50/yd			
Gravel	\$4.50/yd			
Crushed Gravel	\$6.00/yd			
SERVICE TAPPING FEES				
3/4"	100.00			
1"	100.00			
1 1/2"	150.00			
2"	150.00			
Labor charges are additional (2 hr. min)	25.00/hour			
Out of Town	200.00 + mileage/labor			
MAIN TAPPING FEES (In town/Out Town)				
6"	200.00/250.00			
8"	260.00/350.00			
12"	310.00/400.00			
SEWER RELATED SERVICES				
Sewer Jet	150.00/hr (2 hr min)			
TV Inspection	100.00/hr (1 hr min)			
Dye Testing				
**Based on two employees. Additional employees (if needed) will be charged at labor rate previously stated				
Line Location	50.00/hr (1 hr min)			
**Based on two employees. Additional employees (if needed) will be charged at labor rate previously stated	60.00/hr (1 hr min)			
Smoke Testing	60.00/hr (1 hr min)			
**Based on two employees. Additional employees (if needed) will be charged at labor rate previously stated				
Coring manholes	300.00/hole			
SOIL TESTING**		Resolution adopting Rules & Regulations	City Council Dover Utilities Commission	Staff time and operation costs associated with City Water and Sewer divisions. Fees have gone through Public Hearings and have been adopted by City Council
Soil Tests are sent out with a service fee added to the prices of the different tests requested.				
Sieve Analysis	50.00/each			
Proctor	100.00/each			
Compaction Tests (per hole)	75.00			
1/2 day	125.00			
Full day	200.00			
** Need one day's notice				
PRETREATMENT PERMIT - SEWER				
Significant Industrial Users	1,500.00			
Minor Industrial Users	100.00			
Restaurants	50.00			
SEPTIC TANK DISCHARGE				
Dover Resident	50.00/1000 gal			
Non-Resident	120.00/1000 gal			
Campers (any residency)	10.00/load			
LAB TESTING				
Prices based on type of test performed	Varies	Chapter 155		Water sample testing for citizens and businesses upon request

Library Fee Schedule

FEES	CURRENT FEE	AUTHORIZING ENTITY	PURPOSE OF FEE
Non-Resident Borrowers:	100.00 full year 52.00 half year	City Council	Authorizes unlimited library use <b>except</b> story times which are limited to Dover residents only due to heavy demand
Non-Resident Student (attending Dover Schools)	35.00	City Council	
Non-Resident Senior Citizen	71.00 full year 37.00 half year	City Council	
Overdue material charge (\$2.00 max)	\$ .20 per day 4.00 maximum	City Council	
Processing Fee	1.00 per item	City Council	
Lost Library Card	2.00	City Council	Replacement Costs